

HAFIZ ZAIN UL ABIDEEN

PROJECT MANAGER / SCRUM MASTER



ABOUT ME

With over 6 years of comprehensive experience in the industry, I excel in orchestrating successful project lifecycles from inception to delivery. My expertise spans various project management frameworks including Agile, Scrum, and Kanban, enabling me to adapt strategies tailored to project needs efficiently. Proficient in utilizing industry-leading tools such as Jira, Asana, Miro, Balsamiq, and MindMeister, I streamline collaboration, planning, and execution processes to drive project success.

CONTACT

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📍 Pak Arab Society, Lahore

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EXPERIENCE

- **Project Manager**
CyberNest

2022-2024
- Conducted client meetings to gather and clarify project requirements, ensuring alignment with business goals and stakeholder expectations.
 - Managed and tracked project progress using Jira Software, converting requirements into Agile stories and organizing sprints with Scrum methodologies.
 - Facilitated daily stand-ups and sprint retrospectives, monitored billable hours, and maintained comprehensive project documentation on Jira Confluence.
 - Delivered approved sprints with the SQA team, ensuring client satisfaction and project success.
 - Educated clients on Agile methodologies and leveraged Jira marketplace tools, Miro Workflows, and Balsamiq wireframes to manage projects effectively and prevent scope creep.

PMP SKILLS

- Project Planning and Scheduling
- Risk Management
- Budget Estimating
- Scope Management
- Quality Assurance
- Resource Allocation

TECHNICAL SKILLS

- Agile Methodologies (Scrum, Kanban)
- Waterfall Methodology
- PM Software (JIRA, Trello, ClickUp)
- SDLC
- Git Version Control System
- CI/CD

- **Project Manager**
TechOrix

2021-2022
- Led a talented team in planning, execution, and delivery, managing resources such as time and budget.
 - Directed team members towards achieving shared goals, effectively delegating tasks, and managing project charters, backlogs, and change requests.

PMP SKILLS

- Project Planning and Scheduling
- Risk Management
- Budget Estimating
- Scope Management
- Quality Assurance
- Resource Allocation

- Facilitated daily scrum meetings, wrote user stories, and established story points to ensure progress and address blockers.
- Managed the DevOps environment, including DNS, email, CI/CD pipeline, and GitHub repositories.
- Spearheaded technical recruitment initiatives, ensuring the acquisition of top talent.
- Oversaw multiple projects using tools like Microsoft Teams, Jira, Asana, and ClickUp.
- Conducted meetings with foreign clients and directors, leveraging excellent communication skills to build strong relationships and foster collaboration.

Frontend Developer

2019-2020

BearPlex - Driving Innovation

- Led the development of project management software using Vue.js and Laravel.
- Built user-facing applications with Vue.js, creating modular and reusable components and libraries.
- Optimized application performance and integrated automated testing into development workflows.
- Stayed current with JavaScript and Vue.js developments, proposing updates to ensure modern security and best practices.
- Demonstrated proficiency with tools like Babel, Webpack, and Git, and expertise in Vue.js core principles, including components, reactivity, routing, and plugins.
- Familiar with the Vue.js ecosystem, including Vue CLI, Vuex, Vue Router, and Vue Layouts.
- Integrated pre-built Vue components such as vue-record, vue-meta, vue-loader, vue-dropzone, vuedraggable, and vuelidate to enhance functionality.

Frontend Developer

2018-2019

DCM Marketing LLC

- Developed websites for USA and Canadian clients, ensuring they were fully SEO optimized and responsive.
- Created landing pages for marketing purposes, adhering to company policies.
- Managed the entire front-end development process, from design to deployment, to deliver high-quality, user-friendly websites.

LEADERSHIP AND INTERPERSONAL SKILLS

- Team Leadership
- Conflict Resolution
- Stakeholder Management
- Client Communication
- Mentoring and Coaching

ANALYTICAL AND PROBLEM-SOLVING SKILLS

- Data Analysis
- Critical Thinking
- Troubleshooting
- Decision-Making

COMMUNICATION SKILLS

- Technical Writing
- Presentation Skills
- Negotiation Skills
- Active Listening

TOOLS AND TECHNOLOGIES

- PM Tools (Jira, Asana, ClickUp...)
- Slack, Microsoft Teams, Pumble.
- Design Tools (Figma, Balsamiq)
- Miro, MindMeister for Workflows & Mindmaps

ACADAMICS

Bachelor's degree, Computer Science University of the Punjab	2014 - 2018
Intermediate, Pre-Engineering Punjab Group of Colleges	2012 - 2014
Matriculation, Biology, General Cathedral High School	2010 - 2012

ADDITIONAL SKILLS

- Product Management
- Change Management
- UX Design Understanding
- Business Process Improvement
- SEO Management

LANGUAGE

- English
- Urdu

CERTIFICATION

PMP® Certification Training Course
Udemy 2022-08-25

The certificate indicates the entire course was completed as validated by the student. The course duration represents the total video hours of the course at time of most recent completion.

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